



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
8901 WISCONSIN AVENUE
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 1040.1C
OCC

26 JUL 2002

NSHS BETHESDA INSTRUCTION 1040.1C

From: Commanding Officer

Subj: COMMAND CAREER INFORMATION PROGRAM

Ref: (a) OPNAVINST 1040.11
(b) NAVPERS-15878H
(c) NAVEDTRA 10238-A
(d) NSHSBETHINST 5420.3

1. Purpose. To establish a program that ensures retention of quality officer and enlisted personnel and provides continuing career guidance so that individuals may best develop and use their talents throughout their Navy career.

2. Cancellation. NSHSBETHINST 1040.1B

3. Applicability. This instruction applies to all active duty and reserve officers and enlisted Navy personnel attached to Naval School of Health Sciences, Bethesda (NSHS).

4. Background

a. Retention of competent and professional individuals in the Navy Medical Department requires the participation of the entire chain of command. Particular attention must focus on matching individual needs with the needs of Navy Medicine.

b. The Command Career Information Team consists of; Executive Officer, Command Career Counselor, the Command Master Chief (CMC), Senior Enlisted Leaders (SEL), and Officer Career Counselor. The team provides the framework for the Command's efforts to retain the most qualified enlisted personnel. This is accomplished through ongoing interactions with staff and student personnel that focus on counseling and assistance for retention, advancement, education, and programs leading to a commission.

c. The Officer Retention Team is comprised of Commanding Officer, the Executive Officer and the Officer Career Counselors. The Nurse Corps, Medical Corps, Medical Service Corps, and Dental Corps Program Directors will function as Career Counselors for the officers of their respective Corps. The team provides information, counseling and support for career decisions of officers. This is accomplished through active involvement and support of the Chain of Command by focusing counseling and assistance towards individual career goals, as well as continuing

education programs, and career opportunities offered by the Navy to retain the most qualified officers.

Policy

a. This command conducts an officer and enlisted Career Information Program using references (a) through (c) as guides.

b. **Officers** shall be assisted in their career development needs through their Directors, as well as Corps Program Directors and the Command Officers Association.

c. **Enlisted** personnel shall be primarily assisted in their career development needs through the CMC, SELs, and the Command Career Counselor.

d. The Command Career Information Team meets at least quarterly and will be chaired by the Executive Officer.

6. Command Information Program Goals

a. To increase awareness, facilitate access, and increase utilization for professional growth, opportunities for staff, and student personnel.

b. To motivate officer and enlisted personnel to seek information from Team members.

c. To encourage qualified personnel to remain in the Navy and achieve their personal and professional goals.

d. To encourage positive attitudes toward a Navy career among spouses and family members.

Responsibilities

a. Commanding Officer

(1) Pursue an effective Career Information Program utilizing the team concept as described in references (a) through (d).

(2) Actively involve every level of the Command structure in the program.

(3) Establish an officer Career Information Program outlined in reference (a) which ensures direct, personal responsibility for officer retention.

4 Ensure Team proficiency and motivation is sustained

(5) Ensure only fully qualified personnel are recommended for retention.

(6) Provide necessary support and materials for the coordination of appropriate ceremonies for reenlistment, advancements, awards and other special occasions.

b. Executive Officer

(1) Provide direction for the Command Career Counselor and the Career Information Program in accordance with references (a) through (c).

(2) Monitor the degree of involvement, motivation and attitudes of members of the Information Team and take appropriate action as necessary to ensure an effective command retention effort.

(3) Schedule meetings (at least quarterly) of the team.

(4) Ensure Team members are properly trained in accordance with reference (b).

5) Provide facilities for use by Team members.

(6) Ensure the Command Career Counselor and Officer Career Counselors have access to necessary tools and materials to facilitate a successful command career information program.

(7) Coordinate and monitor the efforts of the Team.

(8) Ensure Command policies relating to retention efforts are maintained.

9) Ensure the timely flow of all administrative items.

c. Command Master Chief

(1) Encourage senior enlisted leaders to actively promote awareness of retention programs and stress the value of continued Naval Service.

(2) Work in close association with the Command Career Counselor to support the Command's retention efforts.

(3) Be personally knowledgeable of retention programs and policies and actively participate in the attainment of retention objectives.

(4) Keep the Command Career Counselor informed of any matters, policies, or new/modified programs that may affect retention.

d. Officer Career Counselors

(1) The Nurse Corps, Medical Corps, Medical Service Corps, and Dental Corps Program Directors, as a collateral responsibility, will function as the Officer Career Counselors for the officers of their respective Corps.

(2) Maintain current contacts with specialty leaders of medical department staff corps and refer questions as appropriate.

(3) An active participant of the Command Career Information Program.

e. Command Career Counselor

(1) Organize and manage an effective program utilizing the "Career Information Program Management" concept. Reference (b) is to be used as a guide.

(2) Train and support the Command Career Information Team

(3) Act as consultant to SELs in their program development and implementation.

(4) Report Team activities to the Commanding Officer on a quarterly basis.

(5) Advise the Commanding Officer of situations which have a positive or negative impact on retention and make recommendations as appropriate.

(6) Maintain and gather retention statistics for the Command.

(7) Keep Team members and Officer Career Counselors informed of changes in policy, which may affect individual attitudes toward Retention Team Career issues.

(8) Maintain a tickler system to ensure that counseling interviews are conducted in a timely manner.

(9) Maintain liaison with Command Ombudsman to ensure an accurate flow of information.

f. Senior Enlisted Leaders/Officer Collateral Career Counselor

(1) Create favorable attitudes toward a career of Nav Service and be actively involved in personnel retention effort

(2) Be aware of retention statistics and actively assist in the attainment of retention goals.

g. Directors/Department Heads

(1) Maintain counseling records on all officer and enlisted personnel.

(2) Actively support retention of qualified personnel and encourage them to take advantage of all programs to fully develop and use their talents.

(3) Provide timely officer career counseling in conjunction with Fitness Report requirements.

(4) Expedite the processing of special requests concerning retention.

h. Administrative Support Department

(1) Promptly route all information regarding program modifications or introduction of new matters regarding retention programs to the Command Career Counselor and Officer Career Counselors.

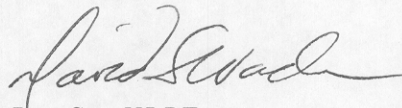
(2) Provide the Command Career Counselor with current copy of Enlisted Distribution and Verification Report (EDVR).

(3) Provide the Officer Career Counselors with current copy of the Officer Distribution Control Report (ODCR).

i. NSHS Officer Association

(1) Provide support for officer career enhancing activities and special events.

8. **Action.** Upon receipt, all command personnel will comply with applicable portions of this instruction.


D. S. WADE

Distribution:
List II